

**ESP Conference Planning
Steering Committee Meeting
May 11, 2018 10:00 am**

Attendees: Jennifer Wilson, Denise Dias, David Dunn, John Forshee, Trudy Rice, Elizabeth Claypoole, Greg from ESP office Jim Lindquist, Gayle Price

- **Report from National Board/Office**

- Budget and registration fee will be decided on Monday
- Have 2 speaker contracts completed
- Past President Ruby reception in the evening, had dessert as part of the reception. Greg will look to see what the prices are for dessert.
- Website will go live June 1st. Can send anything we want to upload to the web page

- **Reports of Committees**

- Audio/ Visual Committee - David Dunn

- Have reserved 9 computers, 6 projectors and 6 clickers. Volunteer recruitment is next action.
- No Internet or Audio visual expenses

- Tours - John Forshee

- Descriptions should be finished today
- Chuck Otte will offering a bird watching activity early one morning. It will be organized at the hotel they will have a flyer at registration and to the web page.
- Budget tours –Eliminated expensive tour to Wamego
- Tour cost is \$35 for full day. Have 2 motor pool vans and extension unit vans reserved. If we get more than 22 participants, we can add an extension van to get the group up to 30 participants.
- Breakeven is at 20 people.
- Spread sheet is colored wrong, John will work on getting it corrected.
- Half day Campus tour \$15
- They are planning to give counties that use their vans for transportation a \$25 stipend.
- The only tour we have to have a max on is the Tall grass tour, because we have a tour bus.
- Campus tour is similar to life member tour. It is noted that in registration

- Decoration Committee - Denise Dias

- Decoration committee has met via Zoom and is working on some ideas. Next meeting is May 25, 2018

- Auction Committee – Trudy Rice

- Silent Auction will open midafternoon.

- Live auction will be held with a chili bar buffet – attendees can go out for desert later if they choose to.
- They are looking for local items to auction.
- They have volunteers and an auctioneer lined up so they are in good shape.
- Ruby luncheon and auction will be in the same room. Need help cleaning and setting up after lunch. Discussion of having it in the hallway raised concerns that it could reduce the amount of bids and money generated.
- Trudy will call David Ross to see if he has any tips.
- Greg is willing to talk to hotel.
- It was agreed that it works best if it is in the same room, auction, silent auction, bar, etc.

Life Members– Jim Lindquist

- Tour is ready to go. Jim is working on a description for website.
- Jim and Sally are hosting a social and Cajun dinner at their home on Sunday evening for past presidents, and board members. They will need transportation for guests. Estimate about 20-25 attendees. Distance is approximately 5 miles about to Jim's house. Maybe hotel shuttle could take them Greg will reach out to hotel to see if they can help with transport.

Hospitality Committee Gayle Price

- Gayle has had to recruit a few new members due to staff resignations.
- The committee is looking for a welcome gift that suits the budget.
- They want to have a couple of hospitality folks to help greet guests at the airport Sunday and Monday. The hotel shuttle would be enough to handle Tuesday morning arrivals.
- Asked the Decorations Committee for a bouquet for their table and what the color scheme for the conference was. Denise said that they would make sure they had a bouquet and that the color scheme was grass, sunflowers and fall, but would verify that and get back to Gayle.
- Need their table close to registration for hospitality.
- They are working on a conference app for people. Previous national committee created the app to be used at conference. Gayle thinks they used guidebook for conferences. Great way to network, share photos, etc. See the whole schedule. Reduced the amount of paper and used technology instead.
- There will be a list of local restaurants and they will have computer set up to look at menus.
- Welcome message from the hospitality committee to go out early possibly a bingo card with information on hotel, shuttle, technology, and local planning people. Attendees can print it off, go connect with people, get at least 8 initials, enter them into a drawing for next year's conference. Mark Blevins is chair of the national marketing committee would be able to help Gayle with this.

- Gayle will organize stretch breaks and can create a flyer so it can be added to website. Possibly a Stay Strong Stay Healthy team could lead a break. It was agreed that they could find a spot to make this happen.
- **Budget Review**--https://drive.google.com/file/d/1Z0d5KclW8Bsz_OjTWHNIX-haR8SgJLzn/view?usp=sharing
 - Registration fee is set at 175 attendees for the breakeven point.
 - Expenses for speakers are capped and they have been notified of this in their contract. Some discussion of lumping it versus broken out. Will check contracts for speaker to see how it is worded.
 - Registration/credit card fees. 3% fee + .50 per person swipe charge. They will separate transactions for donations, so the fees would not be charged back to the conference. The budget reflects a 3.5 % fee. We are using a new platform this year through Wild Apricot and it will save \$3 per person.
 - Sponsorship –Debbie H. has invoiced KS Wheat Commission and Kansas Corn Commission for sponsorship. The plan is to take the Kansas donation out of the line item, to make a parallel process to pay for the alcohol in the future. Need follow up with Debbie H.
 - Greg is working on printing budget. He feels this area is high and needs analyzed. Discussed the need for directional signs and using electronic signs too. Any savings we get will add profit to the conference. A big supply of forms for the silent auction – are available. Dave has made arrangements for electronic signs.
- **Review Conference Website**--<https://epsilonsigmaphi.wildapricot.org/2018-Conference>
 - Stacy is going to look for Kansas pictures to add to the rotating block. Hotel pictures can be removed and replaced with Kansas pictures. On home page we could link to the Manhattan Convention and Visitors Bureau. Make it a live link. Jennifer will take care of it.
 - Agenda is done, once registration is approved everything will be up by June 1
 - Will add information on transportation from airport to the hotel.
 - Confirmed life member tour is on Tuesday not Wednesday as on webpage.
 - Need registration for the life members tour to determine transportation.
 - Send additional information to Greg or Jennifer for web page.
- **Tasks to put on Sign Up Genius**
https://docs.google.com/spreadsheets/d/12_BUG9GD7HZBSOoHV9OhNL3sKnwMyyfOIKwXVUtT2cA/edit?usp=sharing

Jennifer reminded us that we will be utilizing sign up genius to recruit volunteers to help with the various roles we need, put any information you have on google docs. (I.e. special skills, etc.) It is a place to collect all of the info in one spot to recruit volunteers from Kansas Extension staff.
- **Other Items**